

# Helena JSEC Meeting Minutes

March 18, 2009

## **Members Present:**

Carolyn DeYoung	Blue Cross Blue Shield
Robert Ward	Enterprise Rent-a-Car
Gary Willis	Shodair Hospital
Cathy Wood	Student Assistance Foundation
Wendy Coensgen	Macy's
Anna Kazmierowski	A2Z Personnel Helena
Charles Geary	Department of Corrections
Sandy Hamlin	Helena Job Service Workforce Center
Dave Laber	Helena Job Service Workforce Center
Deb Buxbaum	Helena Job Service Workforce Center

**Introductions:** Carolyn asked the members to introduce themselves.

**Minutes:** Gary made a motion for the minutes to be approved, motion was seconded and passed.

**Treasurer Report:** Robert reported that the JSEC checking account has \$5,941.36, and the Mike Bullock Scholarship fund is still at \$271.86.

**Manager's Report:** Carolyn complimented Deb on her report, and asked if she had anything to add. Deb said it was pretty complete, and some discussion followed (see attached).

**Conference:** Chris sent out a 'Save the Date' flyer, and each person should have one in front of them. Sandy clarified that the host JSEC members would pay \$50.00 less off either the registration fee (\$150.00) or the vendor fee (\$200.00). The vendor fee also allows full Conference access. The Conference fee includes the Early Bird, breakfast Tuesday, Wednesday and Thursday, Lunch Tuesday and Wednesday and the Awards Banquet. Deb asked if we knew how many of our JSEC Members would be attending the Conference. Sandy will take an e-mail poll to get an approximate number.

The raffle prizes were displayed so that those present could view the actual items. The tickets are almost ready to print and get into people's hands for selling. Sandy passed around sign-up sheets so Committee Members could volunteer any donations to the goodie bags or silent auction. The raffle prizes are pretty much taken care of. Deb mentioned that she got a good deal (shipping only) on some refrigerator calendar magnets that you peel part off and put your business card on. She will take some to the Career Fair and donate some to us for our goodie bags. Wendy asked if we had the bags ready; at this date A2Z had ordered them. Darlene contacted Sandy to suggest that she get her marketing class from Helena High involved in filling the bags. Sandy will clear that with Chris.

Discussion ensued about when to have the drawing for the raffle and the 50/50. A decision was made to have the raffle drawing at the Awards Banquet and the 50/50 at noon on Wednesday along with the silent auction. You do not have to be present for the raffle, but we will draw for the 50/50 until someone present claims the money. The winning number can also be displayed on a dry-erase board.

The 50/50 tickets have been divided up so that three people can sell at a time. Time slots to sell would be the Early Bird, breakfasts, breaks, lunches and of course anytime there is an opportunity. A sign-up sheet was passed out, and people can sign up to sell 50/50 for as many slots as they wish. Dave said he and Sandy checked out the cost of some fanny packs to keep the money and tickets organized while selling. After discussion, it was decided that Sandy and Gary had packs they could loan for the cause. Also, Wayne at Montana Marketing may have some we can get. We talked about marketing techniques, giving the prize money out on a couple of days instead of just one. Gary suggested that we just announce the amount periodically and have only one drawing. In order to make it less cumbersome, we decided that we should have some stretches of tickets ready for those who want to buy an arms length. Robert thought we could do two arms lengths for \$10.00 to include the chest, and we decided that we would leave that up to the person selling whether they wanted to do that or not. Those selling 50/50 tickets can stand by the registration table or mingle about. Tickets will sell for \$1.00 each or one arms length for \$5.00.

Deb talked to Beartooth NBC about their Community Calendar Events ads. They run these ads frequently, and will sell the ads on a non-profit scale. Deb gave the information to Chris so she can get the details to Beartooth. Sandy asked if we were going to advertise in the Business Briefs section of the IR. Gary said they do have free radio spots too. So we will check into both of those. In other advertising, SHRM has been contacted, and Helena Industries sent out the 'Save the Date' flyer to their Job Placement Advisory Council. Also, the Montana Chamber put an ad in their electronic newsletter. American Federal Savings Bank sponsored an ad in the Helena Chamber Newsletter. Thanks to all of those sponsors.

Sandy asked if the JSEC would like to consider sponsoring part of the Early Bird, some of the food, breaks, facility rental, etc. We discussed some of the options and decided to table the matter until our next meeting.

The Committee went over the menu for the Awards Banquet and decided on buffet style. This meal is covered by the registration fee. Sandy will forward our choice on to Chris.

Wendy asked if we had a theme for the Conference. Innovation in Business Conference is all that we have. Deb wanted to know who the MC would be. Sandy will contact Chris with our suggestions and check on who she has in mind.

**Incorporation:** Carolyn had to leave early, so Gary continued the meeting by asking Dave about JSEC incorporation. Dave had sent the Members an e-mail explaining this confusing topic. He then highlighted some of the different classifications for becoming tax-exempt. Dave said that he and Sandy thought it would be worthwhile to wait until after the Conference to make a decision about incorporation. He stated that there isn't any reason we can't do what we need to now and not lose any money. Dave added that the main thing is, once you start the process you have to complete it within the same year, otherwise you will have taxes. He offered that we would have much more time after the Conference to do a more in-depth exploration of the options. We can be working on the pieces of the puzzle the rest of '09. If we decide to do a full-blown incorporation with the IRS, we would then have things ready to roll. Gary wondered if there were any statistics from other JSECs around the State. Dave said they are trickling in. Sandy believed Kalispell just finished theirs, and Deb thought Glendive had completed one as well.

Wendy asked if we could utilize some of what they have done, and Dave assured her we could. He said that the process involves a detailed narrative description of all our JSEC activities; those we were previously involved in, presently involved in and those activities we plan to be involved in. Gary stated that we have minutes that should suffice for that. Dave noted that waiting would give us time to gather those minutes. Dave suggested that we consider having Dan Anderson (an expert in the field) come and speak to us about incorporation. Robert moved that we table the discussion until after the Conference, Deb and Wendy seconded.

**JMG Judging:** Sandy requested volunteers to judge the JMG (Jobs for Montana Graduates) resumes that we do each year. Charles and Wendy volunteered, and Deb moved we review them with other resumes at the Career Fair when we critique those for the public. Sandy will pass the information on to Carol Rule as she is organizing this function.

**Career Fair Update:** Deb updated us on how the planning for the Career Fair was going. There will be three resume prep classes before the Fair. We won't be required to set up or tear down. Macy's will be doing a 'Dress for Success' display. The IR has 45 signed up to date.

**Hidden Agenda:** Dave stated that our main fundraisers have been the sale of the Discipline Handling Guide and Jim Nys' workshops. He reminded us that Jim was now doing webinars. We have looked at the option of showing his webinars here at the office and charging, but that may not work. Cathy concurred that she watches at SAF with some co-workers for one charge

Sandy reminded the Committee that the MSEC awards are due April 1, and to get those in to Chris if you were considering nominating anyone. Gary suggested someone nominate the Job Service Manager. Wendy requested information, and Sandy will get that to her.

The Committee has only two more meetings, April and May. The May meeting is the week before the Conference. Gary asked if we were having a June meeting and consensus was no. He also asked when we were going to have the Job Service Appreciation meal. Last year we had a breakfast in September, and it was decided we would postpone it until September again this year.

Tina updated the Committee on the Mike Bullock Scholarship. Most of the application packets for out-of-town schools were mailed, but the Scholarship Committee members delivered the packets in town. Tina (chair), Alan, Cathy and Anna will review and rate the applications to choose a winner after the March 27<sup>th</sup> deadline. Thanks to the Scholarship Committee for their hard work on this project.

Meeting adjourned.

**Next Meeting:**

- April 15, 2009
- Wednesday
- 3:30 p.m.
- Helena Job Service
- Room 1
- Treats – Cathy Wood